

PRACTICE TEST FOR FIELD EMPLOYEE POSITIONS

GENERAL INSTRUCTIONS

This booklet contains a practice test which is designed similar to the actual test, to measure skills, abilities, and knowledge required to perform a variety of census jobs. There are several parts to this test. The parts include clerical skills, reading, number skills, evaluating alternatives, and organizational skills. This test is a multiple-choice test. This means you will have several choices from which to select an answer to each item.

In taking the practice test, please remember the following points:

- Time yourself when taking the test by setting a timer or stopwatch for 30 minutes.
- Make sure you understand all general instructions before you begin the test.

There are directions applying to specific items or groups of items throughout the test. You must be able to read and follow these directions without help from the examiner when taking the actual test.

- The multiple-choice items have 4 choices from which to make a selection. Choose the ONE BEST answer to each question.
- Try to answer every item on the test. There may be items which you find too difficult. In these, make the most careful choice that you can. Although you will not be penalized for guessing, any answer that you select should be based on careful reasoning.
- You may do any figuring in this practice booklet.
- Mark all your answers on the answer sheet provided. Answer marks should be dark and neat. Be sure to mark only one answer for each item. If you want to change an answer, erase your first answer completely.
- Most persons will probably finish the test, but you should work quickly nevertheless. Do not spend too much time on any one item.

SAMPLE ITEMS

Do the following sample items before timing yourself.

S1. Multiply the numbers below:

$$1.5 \times 6.3$$

- A** .945
- B** 9.45
- C** 94.5
- D** 945

The correct answer is 9.45, which is answer option B. Look at the top of your answer sheet and find question number S1. There are 4 boxes next to this question number, each corresponding to the letter of an answer option. Fill the box under the letter corresponding to the correct answer B.

Now, try sample question S2. Mark the correct answer on the answer sheet.

S2. In the set of numbers below, choose the number that does not follow the pattern.

... 40, 140, 239, 340 ...

- A** 40
- B** 140
- C** 239
- D** 340

The correct answer is 239, which is answer option C. You should have filled in the boxes under letter C for question S2.

If you have any questions, ask them NOW.

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Part I – CLERICAL SKILLS

This section is designed to test your clerical skills. Clerical skills include such things as alphabetizing, serializing, and matching.

In questions 1 and 2, file folders are labeled as shown. Alphabetize these folders for filing. Choose the answer that shows the correct order.

1. (1) FOS
(2) AOS
(3) OOS
(4) FOA
(5) DOM
(6) OOA

- A** (2) – (5) – (1) – (4) – (6) – (3)
B (2) – (5) – (4) – (1) – (3) – (6)
C (2) – (5) – (4) – (1) – (6) – (3)
D (2) – (4) – (1) – (5) – (6) – (3)

2. Alphabetize the following names of people by last names (family names):

- (1) Linda Jameson
(2) James Alberts
(3) Allan Jameson
(4) Alfred Johnson
(5) Lydia Moreno

- A** (2) – (1) – (3) – (4) – (5)
B (3) – (4) – (2) – (1) – (5)
C (2) – (3) – (1) – (4) – (5)
D (4) – (3) – (2) – (1) – (5)

3. Which set of numbers is **NOT** in numerical order from the smallest to the largest number?

- A** 0095, 0101, 0011, 0111
B 0063, 0120, 0200, 0210
C 1096, 1099, 1118, 1181
D 0106, 0160, 0601, 0610

4. Place the following dates in order, from the earliest to the latest. Choose the answer that shows the correct order.

- (1) 3/8/76
(2) 3/9/76
(3) 8/14/75
(4) 12/31/76
(5) 1/1/76

- A** (3) – (5) – (1) – (2) – (4)
B (3) – (1) – (2) – (4) – (5)
C (4) – (2) – (1) – (5) – (3)
D (5) – (4) – (2) – (1) – (3)

5. Group the records in the following way:

- (1) by sex with females first
(2) by social security number from lowest to highest

Record	Social Security Number	Sex
1	301-98-1888	M
2	105-99-9999	F
3	309-11-6633	M
4	601-33-9123	M
5	302-89-1666	F

then choose the answer which shows the correct order.

- A** 2, 5, 1, 3, 4
B 2, 1, 5, 3, 4
C 1, 3, 4, 2, 5
D 5, 2, 4, 3, 1

Part I – CLERICAL SKILLS – Continued

Use the following table in order to answer question 6.

ZIP Code	No. of units	Address No.	Block No.	Type of form	Serial No.	Date Questionnaire checked in	No. of persons
00011	3	0056	107	B	0500	9/6	6
00011	3	0056	107	A	0501	9/16	6
00011	3	0056	107	B	0502	9/6	6
00011	1	0057	107	C	0503	9/9	9
00011	1	0157	117	A	0504	9/19	9
00011	1	0158	117	B	0505	9/16	1
00011	1	0159	117	A	0506	9/6	3
00011	2	0160	117	B	0507	9/9	3
00011	2	0160	117	C	0508	9/16	4
00111	1	1160	177	A	0509	9/16	0
00111	2	1161	177	B	0510	9/6	7
00111	2	1161	177	A	0511	9/16	6
00111	1	1162	177	B	0512	9/9	0

6. Which of the following correctly matches a row in the table above?

- A** 00111-1-1160-177-A-0509-9/6-0
- B** 00011-1-0157-107-A-0504-9/19-9
- C** 00011-3-0056-107-A-0501-9/6-6
- D** 00111-2-1161-177-A-0511-9/16-6

Part II – READING

This section is designed to test how well you read. The items test your vocabulary, comprehension, and ability to apply what you read.

Choose the one answer which **BEST** fits the meaning of the word in capital letters.

7. Do not permit any **UNAUTHORIZED** person to see census information.

- A uniformed
- B unidentified
- C unofficial
- D illegal

8. **TRANSCRIBE** –

- A to transport
- B to copy
- C to repeat
- D to exchange

Read the paragraph regarding census work. Answer the question which follow based on the information in the paragraph. Select the **BEST** answer.

9. The field operations supervisor will issue one identification card to each crew leader. Crew leaders will issue one identification card to each enumerator. Clerks will be issued identification cards only if necessary for them to work outside the office on special tasks and in contact with the general public. All identification cards issued must be turned in to the field operations supervisor upon completion of work, separation, termination, or resignation. The supervisor is responsible for seeing that all returned cards are destroyed.

Which of the following is not a true statement?

- A The overall responsibility for identification cards rests with the field operations supervisor.
- B Clerks may not always be provided with identification cards.
- C Enumerators who resign turn their identification cards in to their supervisor, the crew leader, who destroys them.
- D A crew leader's identification card is destroyed when he/she resigns.

A definition of a census term is given below. Read the definition and then answer the question that follows it based on the definition.

10. **Group Quarters:** Any living quarters occupied by ten or more unrelated persons is called a group quarters. Examples of a group quarters are worker's dormitories, boarding houses, halfway houses, convents, etc. In addition, college dormitories, fraternity houses, or nurse's dormitories are **always** considered to be a group quarters, regardless of the number of students who live there.

Which of the following is not a group quarters?

- A A college dormitory in which six students live
- B A house in which a family of six and four boarders live
- C A convent occupied by ten nuns
- D A resident hall for eight student nurses

Part II – READING – Continued

Answers to questions 11 and 12 are based on the information below.

A census taker is told to count only the following as living in a particular household:

- Family members living here, including babies still in the hospital
- Relatives living here
- Lodgers or boarders or hired hands living here
- Domestic employees or hired hands living here
- Other persons living here
- College students who stay here while attending college, even if their parents live elsewhere
- Persons who usually live here, but are temporarily away (including children in boarding school below the college level, but excluding family members serving in the armed forces)
- Persons with a house elsewhere, but who stay here most of the week while working

In items 11 and 12, select the person the census taker would **NOT** count as living in that household.

- 11.**
- A** A son who is away in the armed forces
 - B** A family member traveling in Europe for a couple of months
 - C** Mr. Smith, a boarder, who stays here during the week and returns to his home on weekends
 - D** A newborn baby who has not yet been brought home from the hospital
- 12.**
- A** A son who is living in a college dormitory while attending college out-of-town
 - B** The maid, who sleeps in a bedroom in the basement
 - C** The mother-in-law, who owns a home in another state, but who has been living here for the past year
 - D** A daughter in the tenth grade, who lives in a boarding house while attending school out-of-town

Part III – NUMBER SKILLS

Some of the items in this section are designed to test your ability to perform arithmetic computations involving addition, subtraction, and multiplication. Others involve no computation at all, but an understanding of numerical concepts.

Solve the problems in items 13 through 18. Select the correct answer from the given choices.

13. $.41 + 21.4 + 6.3 + 280 =$

- A** 48.49
- B** 59.8
- C** 308.11
- D** 450

14. 4306 miles – 49 miles

- A** 4207 miles
- B** 4357 miles
- C** 4057 miles
- D** 4257 miles

15. 40×17.2

- A** 6.88
- B** 680.8
- C** 68.8
- D** None of the above

16. Mr. Hernandez had to interview a total of 63 households in his assignment. He has already finished 28. What percentage of the households in his assignments has he finished? (Round your answer to the nearest hundredth of a percent.)

- A** .44%
- B** 22.50%
- C** 44.44%
- D** 55.56%

17. 2610.0 miles – 2554.8 miles

- A** 55.2 miles
- B** 56.2 miles
- C** 165.2 miles
- D** 552 miles

18. Place each of the following ten numbers in the correct column of the tables below them. Then choose the answer that shows the correct placement.

70067, 99992, 33336, 24689, 3330, 603, 22221, 28, 87059, 67000

Odd Numbers Only		
1–33333 (a)	33335–66665 (b)	66667–99999 (c)

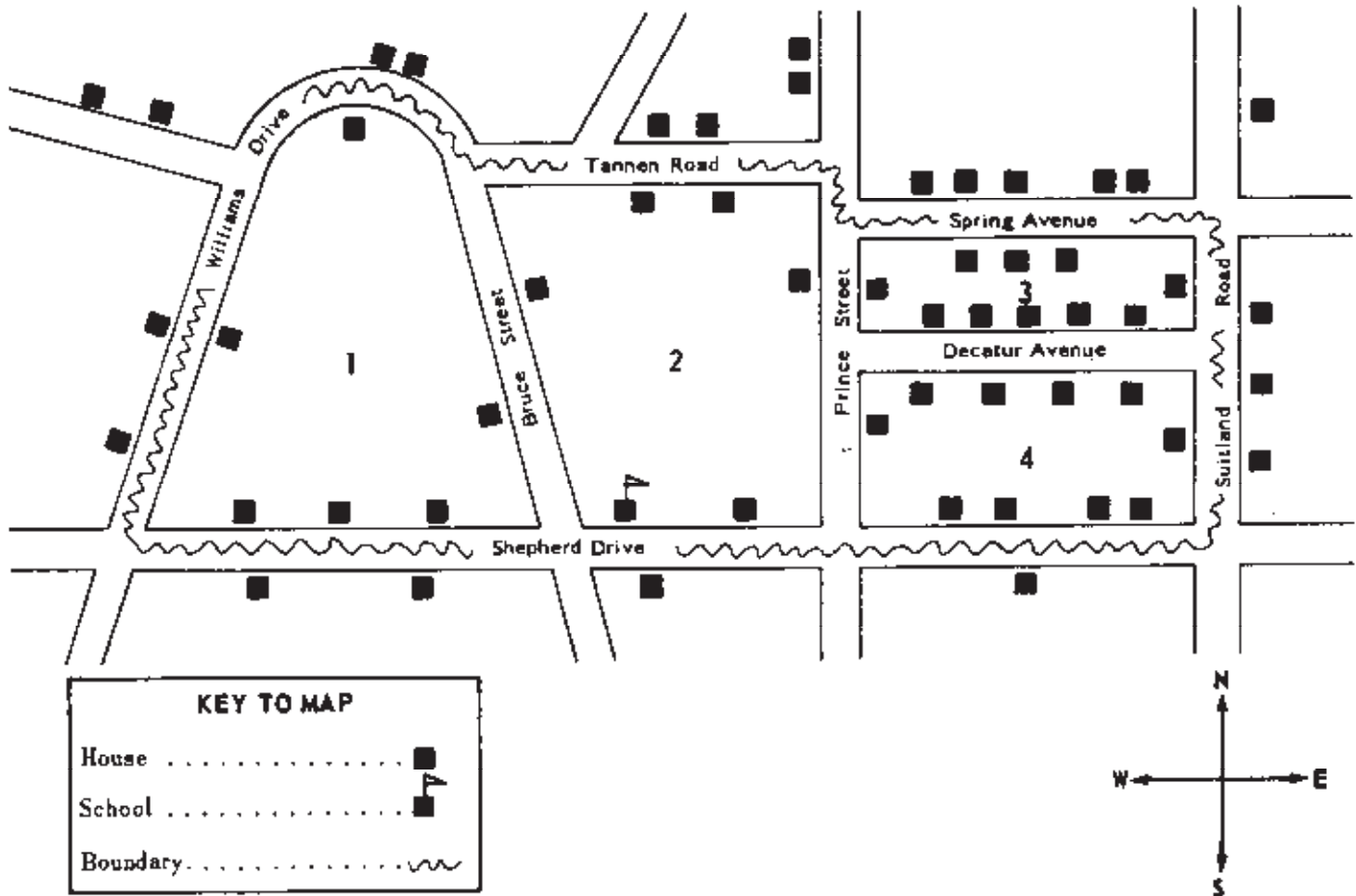
Even Numbers Only		
2–33332 (d)	33334–66666 (e)	66668–99998 (f)

- A** (a) 28,3330
(b) 33336
(c) 67000,99992
(d) 603,22221,24689
(f) 70067,87059
- B** (a) 603,22221,24689
(c) 70067,87059
(d) 28,3330
(e) 33336
(f) 67000,99992
- C** (a) 603,22221,24689
(b) 33336
(c) 67000,760067,87059
(d) 28,3330
(e) 99992
- D** None of these

Part IV – INTERPRETING INFORMATION and EVALUATING ALTERNATIVES

This section is designed to test your ability to use good judgment in interpreting information in order to determine the best of several possible alternatives.

You have been assigned to enumerate inside the boundaries outlined on the map below. Where the boundary is a road, the boundary line runs down the center of it. Using the map choose the best answer to questions 19, 20, and 21.



19. How many houses on Decatur Avenue are included in block 3?

- A 10
- B 4
- C 5
- D 6

20. How many houses would you visit on Shepherd Drive?

- A 13
- B 12
- C 9
- D 8

21. If you went from the corner of Bruce Street and Tannen Road to the corner of Spring Avenue and Suitland Road by the shortest way, how many houses in your assignment would you pass?

- A 5
- B 6
- C 10
- D 12

Part IV – INTERPRETING INFORMATION and EVALUATING ALTERNATIVES – Continued

Refer to the following outline of a chapter from a census procedures manual in order to answer questions 22 and 23.

Furnishing and Operating the District Office

- 2.A.** Space
 - 2.A1** Space for the District Office
 - 2.A2** Training Space
- 2.B.** Bills
 - 2.B1** Identification
 - 2.B2** Certification
 - 2.B3** Submission for Payment
 - 2.B4** Special Instructions
 - 2.B5** Administrative Operations Codes
- 2.C.** Services
 - 2.C1** Telephones
 - 2.C2** Utilities
- 2.D.** Supplies and Equipment
 - 2.D1** Receiving Shipments
 - 2.D2** Organizing Supplies
 - 2.D3** Storing Small Items
 - 2.D4** Repair of Office Machines
 - 2.D5** Requests for Supplies
 - 2.D6** Purchase of Supplies and Equipment
- 2.E.** Rental of Office Equipment
 - 2.E1** Pre-Arranged Rental
 - 2.E2** District Office Rentals
 - 2.E3** Delivery Acceptances
 - 2.E4** Payment of Rental Bills
- 2.F.** Rental of Automobiles
 - 2.F1** Report Days Rented
 - 2.F2** Forward Trip Tickets
- 2.H.** Office Layout
 - 2.H1** Administrative Area
 - 2.H2** Supply Area
 - 2.H3** Processing Area
 - 2.H4** Field Operations Area
 - 2.H5** Computer Terminal Room

22. Which section would tell you about the payment procedure for rental equipment?

- A** 2.B3
- B** 2.D6
- C** 2.E2
- D** 2.E4

23. Which section tells how supplies such as pencils, erasers, and paper clips should be stored?

- A** 2.D2
- B** 2.D3
- C** 2.D5
- D** 2.H2

Refer to the table below to answer question 24.

Log of Census Operations

Questionnaire number	Review operations					
	1		2		3	
	S	C	S	C	S	C
0015	3/14	3/15	3/16	3/18		
0016	3/13	3/14	3/15	3/15	3/17	3/18
0116	3/12	3/12	3/14	3/16		
0118	3/17					
0119	3/11					

S=Start C=Completion

24. On what date was the second review completed for Questionnaire 0116?

- A** 3/13
- B** 3/14
- C** 3/15
- D** 3/16

Part V – ORGANIZATIONAL SKILLS

This section is designed to determine your ability to use logical reasoning in order to analyze, summarize, and/or organize information to solve a problem or follow an instruction.

- 25. Mr. Jones can't remember the year of her birth but she knows that she was born in the month of September. If it is now May 1990, and Ms. Jones tells you she is 78 years old, in what year was she born?**

- A** 1911
- B** 1912
- C** 1913
- D** None of these

Read the following paragraph and answer the question below it.

- 26.** Each county is divided into a number of census tracts. The tracts are, in turn, subdivided into blocks. Groups of blocks within a tract are then combined into enumeration districts (ED).

Which of the following shows the four geographic units discussed above, in order of size, from largest to smallest?

- A** county, tract, ED, block
- B** county, block, tract, ED
- C** county, ED, tract, block
- D** ED, block, tract, county

The paragraph below may be confusing as written. Choose the answer that explains its meaning in the simplest, most complete way.

- 27.** The number of questions to be asked in the 1980 Census approximates the number asked in 1970 and 1960, and is less than was asked in 1940 and 1950. There are questions relating to housing characteristics and questions relating to population characteristics.
- A** There will be fewer questions in 1980 than 30 years ago, and they relate to population and housing characteristics.
 - B** The number of questions has not changed in over 40 years, and all questionnaires have both population and housing questions.
 - C** Questionnaires have the same number of questions relating to population as in 1960 and 1970.
 - D** Questionnaires have more questions than in 1940, but fewer than in 1970.

Part V – ORGANIZATIONAL SKILLS – Continued

Answer question 28 by referring to the following samples and the paragraph of coding rules which follows them.

ADDRESS LABEL

D.O.	A1.	A2.	A3.	A4.	A5.	A6.
3011	101	23		117	B	172
811 Main Street						
Anytown, USA						
00000						B

CODING SHEET

A2. Unit number	A3. Building address number	A4. Block number	A6. Serial number
● 0 0	0 0 0	0 0	0 0 0 0
1 1 1	1 1 1	1 1 1	1 1 1 1
2 ● 2	2 2 2	2 2 2	2 2 2 2
3 3 ●	3 3 3	3 3 3	3 3 3 3
4 4 4	4 4 4	4 4 4	4 4 4 4
5 5 5	5 5 5	5 5 5	5 5 5 5
6 6 6	6 6 6	6 6 6	6 6 6 6
7 7 7	7 7 7	7 7 7	7 7 7 7
8 8 8	8 8 8	8 8 8	8 8 8 8
9 9 9	9 9 9	9 9 9	9 9 9 9

The corresponding areas of an address label and a coding sheet are identified by a letter and number, such as A1, A2, etc. One records a number from the address label onto the corresponding area of the coding sheet by marking the appropriate digits, placing one digit in each column. When there are more columns on the coding sheet than there are digits in the numbers on the address label, the recorded numbers must be preceded by zeroes. See the example above for A2, Unit number.

28. How would you record the "Serial Number" on the coding sheet?

A	B	C	D
0 ● 0 0	0 0 0 0	0 0 0 0	● 0 0 0
1 1 ● ●	● 1 1 1	1 ● 1 1	1 ● 1 1
2 2 2 2	2 2 ● 2	2 2 2 ●	2 2 2 ●
● 3 3 3	3 3 3 3	3 3 3 3	3 3 3 3
4 4 4 4	4 4 4 4	4 4 4 4	4 4 4 4
5 5 5 5	5 5 5 5	5 5 5 5	5 5 5 5
6 6 6 6	6 6 6 6	6 6 6 6	6 6 6 6
7 7 7 7	7 ● 7 7	7 7 ● 7	7 7 ● 7
8 8 8 8	8 8 8 8	8 8 8 8	8 8 8 8
9 9 9 9	9 9 9 9	9 9 9 9	9 9 9 9

PRACTICE TEST ANSWER KEY

- 1. C**
- 2. C**
- 3. A**
- 4. A**
- 5. A**
- 6. D**
- 7. C**
- 8. B**
- 9. C**
- 10. B**
- 11. A**
- 12. A**
- 13. C**
- 14. D**
- 15. D**
- 16. C**
- 17. A**
- 18. B**
- 19. C**
- 20. D**
- 21. A**
- 22. D**
- 23. B**
- 24. D**
- 25. A**
- 26. A**
- 27. A**
- 28. D**

**PRACTICE TEST FOR EMPLOYEE
POSITIONS**

APPLICANT NAME

Last

First

Initial

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SAMPLE ITEMS	PART I CLERICAL SKILLS	PART II READING	PART III NUMBER SKILLS	PART IV EVALUATING ALTERNATIVES	PART V ORGANIZATIONAL SKILLS
<p>A B C D</p> <p>S1. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>1. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>7. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>13. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>19. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>25. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>
<p>A B C D</p> <p>S2. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>2. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>8. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>14. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>20. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>26. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>
	<p>A B C D</p> <p>3. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>9. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>15. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>21. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>27. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>
	<p>A B C D</p> <p>4. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>10. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>16. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>22. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>28. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>
	<p>A B C D</p> <p>5. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>11. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>17. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>23. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	
	<p>A B C D</p> <p>6. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>12. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>18. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>A B C D</p> <p>24. <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	

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